

DEVELOPMENT PROJECT PROCEDURES



**Michigan
Natural
Resources
Trust Fund**



**Land and
Water
Conservation
Fund**



**Department of Natural Resources
Grants, Contracts and Customer Systems**

DEVELOPMENT PROJECT PROCEDURES

MICHIGAN NATURAL RESOURCES TRUST FUND

AND

LAND AND WATER CONSERVATION FUND

**GRANTS, CONTRACTS AND CUSTOMER SYSTEMS
MICHIGAN DEPARTMENT OF NATURAL RESOURCES**

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TTY/TDD other inquiries: 711 (Michigan Relay Center)

Example # 3: On the DNR Internet home page below the
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INTRODUCTION

This booklet is provided to assist communities and their consultants in completing a development project that has been approved to receive a grant from the Department of Natural Resources (DNR) under the Michigan Natural Resources Trust Fund (MNRTF) program or the federal Land and Water Conservation Fund (LWCF) program. The instructions found in this booklet should be thoroughly reviewed by you, your consultant(s), and any other individuals responsible for the preparation of construction plans, specifications, bid documents, and reimbursement requests or who has oversight of the project.

The LWCF and MNRTF programs are administered by the Office of Grants, Contracts and Customer Systems within the DNR. Your project has been assigned to a DNR Grant Coordinator within the office to help you at each stage of the project to ensure its successful completion and long-term contribution to the State's recreation estate. Please contact the Grant Coordinator assigned to your region with questions during any stage of your project (regions and coordinators' contact information can be found in Appendix A).

Timing/planning is important

A development project is given a two-year timeframe to be completed. The two-year project period begins when the grantee is issued a Project Agreement. While the issuance of Project Agreements will not always correspond most conveniently with construction seasons, projects are most likely to be completed on time if grantees plan on doing as much as possible before and during the first construction season within the project period.

**If you have any questions about any of the information in this booklet,
Please contact your Grant Coordinator, or you may call:**

**Grants, Contracts and Customer Systems
(517) 373-9125**

OVERVIEW OF THE DEVELOPMENT PROJECT PROCEDURES

1. AWARD NOTIFICATION

STEPS	GRANTEE'S RESPONSIBILITIES	DNR'S ROLE	COMMENTS/EFFICIENCY TIPS
<ul style="list-style-type: none"> Letters notifying grantees that their project has been recommended for funding sent immediately following these decisions. 	<ul style="list-style-type: none"> Prepare boundary map and legal description of the project area. Ensure local matching funds are in place. Secure services (internal staff or contractor) of a Prime Professional. Seek permission to incur engineering costs. Begin securing required environmental permits. <p>MNRTF Only:</p> <ul style="list-style-type: none"> Finalize any lease, easement, or use agreement if you do not own all or any portion of the project area and obtain DNR approval. <p>LWCF Only:</p> <ul style="list-style-type: none"> Begin preparation of environmental assessment report and report on historic properties on or near project area. 	<ul style="list-style-type: none"> Review lease, easement or use agreement for approval. Provide written approval to begin incurring engineering costs. 	<ul style="list-style-type: none"> You may contact your Grant Coordinator to ask if the boundary map included in the grant application can serve as the boundary map for the Project Agreement. EFFICIENCY TIP: With prior DNR approval, grantee may begin development of plans and specifications prior to Project Agreement being executed. Engineering costs associated with development of plans and specifications incurred in the six months prior to issuance of the Agreement may be eligible for reimbursement. See Section 1 for more information.

2. PROJECT AGREEMENTS

STEPS	GRANTEE'S RESPONSIBILITIES	DNR'S ROLE	COMMENTS/EFFICIENCY TIPS
<ul style="list-style-type: none"> Agreements issued within about 30 days of grant funding being made available to the DNR. Agreements returned by grantees within 90 days of issuance. 	<ul style="list-style-type: none"> Finalize boundary map and legal description of project area. MNRTF Only: Secure DNR approval of lease or easements for any portion of project area not owned. Pass resolution of local governing body to accept the terms of the Agreement. Complete, sign and return Agreement, with attachments, within 90 days of issuance. 	<ul style="list-style-type: none"> Prepare and issue Project Agreements. Execute Agreements upon grantee returning complete, signed documents and required attachments. Return one original to the grantee. 	<ul style="list-style-type: none"> Project Agreements cannot be issued until grant funds are made available to the DNR through the legislative appropriation process. Project Agreements must be executed prior to incurring project costs, with the exception of limited engineering costs. The two-year project period begins when the Agreement is issued; delays in executing the Agreement reduce the amount of time available for completing the project. See Section 2 for more information.

3. PERMITS AND PLANS AND SPECIFICATIONS

STEPS	GRANTEE'S RESPONSIBILITIES	DNR'S ROLE	COMMENTS/EFFICIENCY TIPS
<ul style="list-style-type: none"> • Grantee should secure a Prime Professional no later than 30 days after Project Agreement being issued. • Grantee should secure permits within 180 days of Project Agreement being issued and prior to advertising for bids. • Grantee should submit plans and specifications to the DNR within 180 days of Project Agreement execution, and at least 90 days prior to the time that you want to begin construction to allow for adequate time for review and advertising for bids, if needed. 	<ul style="list-style-type: none"> • Secure services (internal staff or contractor) of a Prime Professional. • Secure all permits and regulatory approvals needed to complete the project. • Prime Professional prepares plans, specifications and bid documents for project; seals documents and submits to DNR for approval along with the following information: <ul style="list-style-type: none"> ❖ Checklist for Submission of Plans and Specifications form. ❖ Sealed plans, specifications and bid documents. ❖ Professional Services Certification form. ❖ Itemized project cost estimate. ❖ Brief Implementation Schedule. 	<ul style="list-style-type: none"> • Review and file the "Professional Services Certification Form." • DNR does not confirm that all required permits have been acquired. • Review plans and specifications for compliance with approved project scope. • Return approval and/or comments to the grantee. 	<ul style="list-style-type: none"> • The two-year project period begins when the Project Agreement is issued; delays in securing permits will reduce the amount of time available for construction. • Plans and specifications must be approved by the DNR before construction contracts are solicited or any construction costs are incurred. • The two-year-project period begins when the Project Agreement is issued; delays in preparing plans and specifications will reduce the amount of time available for construction. • See Section 3 for more information.

4. CONSTRUCTION CONTRACTS

STEPS	GRANTEE'S RESPONSIBILITIES	DNR'S ROLE	COMMENTS/EFFICIENCY TIPS
<ul style="list-style-type: none"> • Grantee should secure construction contracts within 120 days of DNR approval of plans and specifications. 	<ul style="list-style-type: none"> • Secure all contractors needed to complete the project. • Follow DNR contracting procedures. • Notify DNR of final contractor selection. • Maintain records of contracting process. 	<ul style="list-style-type: none"> • Review contracting process as needed to ensure compliance with procedures. 	<ul style="list-style-type: none"> • Grantee must follow the specific contracting procedures outlined in this booklet and obtain concurrence by the DNR of contractor selection before awarding the contract and beginning construction. • The two-year project period begins when the Project Agreement is issued; delays in securing construction contracts will reduce the amount of time available for construction. • See Section 3 for more information.

5. PROJECT CONSTRUCTION/PROCUREMENT

STEPS	GRANTEE'S RESPONSIBILITIES	DNR'S ROLE	COMMENTS/EFFICIENCY TIPS
<ul style="list-style-type: none"> Construction activities to be completed by the grantee's own labor (force account) and procurement of project materials may begin only upon DNR approval of project plans and specifications. Construction activities to be completed by contract may begin only upon DNR approval of plans and specifications and completion of required contracting steps. 	<ul style="list-style-type: none"> Initiate construction and procurement activities as soon as all required approvals are in place. Oversee project construction. Complete the project according to the approved plans and specifications. Report significant problems or delays to the DNR. Ensure the grantee and all its suppliers and contractors maintain all needed cost documentation. Request prior DNR approval for significant changes to the project or extensions to project period. Comply with all necessary federal, State and local requirements in completion of the project. 	<ul style="list-style-type: none"> Review and approve payment documentation. Assist grantee in determining course of action to resolve problems and delays in a timely manner. Review and act on project change requests and extension requests. 	<ul style="list-style-type: none"> Extension requests must be made in writing and prior to expiration of the project period. Requests for significant changes to the project must be made in writing to the DNR. EFFICIENCY TIP: Significant delays should be reported to the DNR immediately to determine the impact on the overall project schedule. See Sections 3 and 4 for more information.

6. REIMBURSEMENT REQUESTS

STEPS	GRANTEE'S RESPONSIBILITIES	DNR'S ROLE	COMMENTS/EFFICIENCY TIPS
<ul style="list-style-type: none"> Reimbursement requests may be submitted periodically, but no more than four times during the project period and for no less than 25% of the total project cost. Final reimbursement request due no later than 90 days after project completion. 	<ul style="list-style-type: none"> Submit complete reimbursement requests with all supporting documentation in a timely manner. Submit final reimbursement as soon as project is complete and documentation is available, and no later than 90 days after project completion. Prior to project completion, erect a DNR-approved plaque or sign at the project site acknowledging the grant assistance and submit documentation that the plaque/sign is in place with the final reimbursement request. Correct all deficiencies outlined in the DNR inspection report within 90 days of being notified of inspection results. 	<ul style="list-style-type: none"> Review and process complete reimbursement requests. Make payments up to 80-90% of grant amount until project inspection and file audit completed. Final inspection by a DNR engineer. Audit of project file by the DNR's Office of Program Assistance and Review. Make final payment upon approval of inspection and audit. 	<ul style="list-style-type: none"> Reimbursement requests must include the exact documentation described in this booklet. Grantee may submit several reimbursement requests or a single request upon project completion, although submitting a single request is not recommended for most projects. Grantee must comply with deadline in the Project Agreement for submitting the final reimbursement request. Placement of a plaque or sign at the project site is required. EFFICIENCY TIP: Methods to gather payment documentation should be in place at the beginning of the project. EFFICIENCY TIP: If appropriate, grantees should submit a request for reimbursement at other times of the year than fall. Requests received in the fall can run into significant delays with the workload demands of state fiscal year closing activities. See Section 5 for more information.

7. POST-PROJECT COMPLETION OBLIGATIONS

STEPS	GRANTEE'S RESPONSIBILITIES	DNR'S ROLE	COMMENTS/EFFICIENCY TIPS
<ul style="list-style-type: none"> • Grantee's obligations pertain to both the facilities developed with grant assistance and the entire project area as identified in the Project Agreement. • Obligations regarding facilities endure over the life of the facilities. • Obligations regarding the project area endure in perpetuity. 	<ul style="list-style-type: none"> • Project area must be kept in outdoor public recreation use in perpetuity. • Keeping the project area/facilities open/accessible for public use at all appropriate times. • Adequate maintenance of the project area/facilities. • Correction of DNR-identified problems within reasonable timeframes. • Seek DNR approval prior to: <ul style="list-style-type: none"> ❖ Discontinuing operation of a grant-assisted facility, ❖ Limiting public access to the project area on a temporary or permanent basis, or ❖ Significantly altering the recreation use of the project area. • Seek DNR approval prior to converting any portion of the project area to nonrecreation use and implement approved mitigation measures. 	<ul style="list-style-type: none"> • Perform periodic inspections to determine compliance with long-term obligations. • Review and act on requests to: <ul style="list-style-type: none"> ❖ Discontinue operation of a facility. ❖ Change or limit the public access or use of the site on a temporary or permanent basis. ❖ Significantly alter the recreation use of the project area. ❖ Convert the project area to nonrecreation use. 	<ul style="list-style-type: none"> • The grantee is obligated to comply with long-term obligations even in the absence of a DNR post-completion inspection process. • No significant changes in the types of recreation use provided for at the site should be made without prior approval from the DNR. • Adding any nonrecreation facility to the project area, including other government buildings, such as libraries or fire stations; utility structures, such as cellular towers; and public roadways is considered a conversion of the project area. • Additional efforts to acknowledge grant assistance are encouraged. • See Section 6 for more information.

SECTION 1: PROJECT RECOMMENDATION AND PREPARATION

When you receive a letter from the DNR informing you that your project has been recommended for funding, this means that the Michigan Natural Resources Trust Fund Board has recommended your project for funding (for MNRTF applications) or that the Director of the DNR has approved your project for recommendation to the National Park Service (NPS) (for LWCF applications). However, a formal grant offer has not been made. A grant offer is made via issuance of a Project Agreement after funds are appropriated by the State Legislature (for MNRTF and LWCF) and final approval by the NPS (for LWCF only). This process can take six to twelve months after you receive notification of recommendation.

During this waiting period, there are several things your community can do before the Project Agreement is issued. These actions are slightly different for MNRTF and LWCF projects.

ACTIONS FOR BOTH MNRTF AND LWCF PROJECTS

A) Define the specific project area and prepare a legal description and boundary map representing this area.

The “project area” is the geographic area you proposed to develop with grant assistance. At this time, you should begin preparation of the legal description and boundary map of the project area. These two items define the area encumbered by the Project Agreement. You will be obligated to dedicate the project area to public outdoor recreation in perpetuity.

The project area is usually the entire park in which the development is to occur. However, there are times when uses other than public, outdoor recreation exist or are planned for a portion of the park. Examples include cell towers, fire stations, and community halls. Areas of existing or planned uses other than public outdoor recreation must be excluded from the legal description and from the project area. If the project area is proposed to be less than the entire park, it must be sufficient in size to support the facilities constructed, buffer those facilities from nonrecreation uses that may negatively impact their use and enjoyment, and include adequate access and parking. If the project area is different from that proposed in the application, you must receive approval of the new project area prior to execution of the Project Agreement.

Boundary maps must clearly define the boundary of the area to be developed. Indicate permanent landmarks such as streets and water bodies, dimensions of the boundary lines, and an indication of compass direction (see the example in Appendix B).

For LWCF projects, in addition to the above requirements, all park facilities must be included on the boundary map and labeled as “existing”, “proposed” (as part of this project), or “future.” Land uses adjacent to the park must also be labeled. The map must show the location of any environmental intrusions and easements on or adjacent to the park, such as overhead wires, railroad tracks, and utility substations. Intrusions and easements may be shown on a separate map from the boundary map to increase legibility of the two maps. See Appendix B for an example of a boundary map that fulfills the requirements of both programs.

Many potential issues regarding delineation of the project area are addressed in the application evaluation stage; however, if you have questions regarding definition and delineation of the project area, please discuss this with your Grant Coordinator.

B) Finalize any lease, easement, or use agreements if all or a portion of the project area is not owned by your community (MNRTF only).

You must own or have sufficient control over the project area in order to construct and maintain grant-assisted facilities and to operate the park area. While the LWCF program requires you to own the property to be developed, under the MNRTF program you may control the property through an easement, lease, or use agreement, provided the terms of the lease, easement, or use agreement do not hinder your ability to comply with the terms of the Project Agreement. The length of the lease, easement, or use agreement must be at least as long as the expected life of the proposed facilities, and no less than 20 years from the beginning of the project period.

If you control or will control any part of the property to be developed by means of a lease, easement, or use agreement, you should request written DNR approval of the terms at this time. All easements, leases, or use agreements must be executed, and we must have received a copy of the executed document before we can execute your Project Agreement.

C) Make sure local matching funds are in place.

Both MNRTF and LWCF are cost reimbursement programs. At this time, you should make sure your community has allocated the funds for engineering, permits, and to initiate project construction. If your project is dependent on securing local match sources, please begin finalizing these arrangements at this time.

D) Retain the services of a Prime Professional.

At this time, you should begin the process of securing the services of a Registered Architect, Registered Professional Engineer or Registered Landscape Architect. This professional must be registered in Michigan. You may use your own staff for these tasks if you have qualified, registered professional staff available.

Referred to as the Prime Professional, the person you engage will provide all planning services necessary for the design and construction of your project, and will be required to certify that all work was completed satisfactorily. Their responsibilities include, but are not restricted to, site surveys and analysis, design and design calculations, plans and technical specifications, contract documents, construction stake out, inspection and contract administration.

The process you use for selection of a Prime Professional does not require approval from the DNR, nor does the choice of the Prime Professional; however, you are required to notify the DNR of your choice using the Professional Services Certification form (PR-1903) found in Appendix C of this booklet. This form does not need to be submitted until you submit your plans and specifications for the project (see Section 3).

E) Seek permission to incur engineering costs.

At this time you may request approval to begin incurring costs associated with the preparation of plans, specifications and bid documents for your project. Please submit a written request to your Grant Coordinator and do not begin to incur these costs until you have received written approval in response. Do not take any steps toward soliciting bids for the project until after the project agreement has been executed, and you have received written approval of your plans, specifications and bid documents from your Grant Coordinator.

F) Begin securing required permits.

To avoid delays to your project, you should begin securing all required permits as soon as you receive notification that your project has been recommended for funding. Please bear in mind that only those costs associated with obtaining permits incurred during the project period are eligible for reimbursement. See Section 3 for a list of permits that may be required.

ADDITIONAL ACTIONS REQUIRED FOR LWCF PROJECTS

When you receive the letter informing you that your project has been recommended for funding to the National Park Service, you will also receive notification of additional application information required by NPS. This information includes an updated project cost estimate, additional detail regarding any donations of labor, equipment, or materials as part of your local match, an environmental assessment report of your project area, and a report on any historic properties on or near your project area. Detailed information regarding these and other requirements will be sent to you at that time.

SECTION 2: PROJECT AGREEMENTS

PURPOSE OF PROJECT AGREEMENTS

The Project Agreement details the responsibilities of the DNR and the grantee in completing the project and maintaining it over time. Upon its execution--signed by both the grantee and the DNR--it

is a legally binding and enforceable document. As noted previously, a community that has been recommended to receive a grant has not been made an official grant offer until a Project Agreement is issued. That grant offer is considered accepted when the agreement is executed.

Project Agreements are developed by the DNR and are non-negotiable. They define the following:

- The timeframe for project completion, which is two years from the date the agreement is issued. This is commonly referred to as the “project period.”
- The maximum grant amount and reimbursement rate, based on the approved grant application.
- The “project facilities” or the scope of the development project based on the approved grant application.
- The “project area” or the park or geographic area to be developed with grant assistance.
- The reimbursement process and requirements, including the deadline for submitting a final reimbursement request.
- The contracting and purchasing procedures.
- The steps in project completion that require prior DNR approval – such as approval of plans and specifications and changes to the project scope.
- The grantee’s obligations to ensure the project meets all local, State and federal laws and regulations, including State and federal barrier-free accessibility requirements.
- The grantee’s obligations to comply with civil rights regulations in hiring and contracting for the project and public access to the project facilities and area.
- The grantee’s long-term obligations to:
 - * Maintain the project area and facilities.
 - * Keep the project area open to the general public.
 - * Keep the project area in public, outdoor recreation use in perpetuity.
- The DNR’s rights in response to violation of the Project Agreement, including termination of the agreement and requiring the grantee to repay grant funds received and to pay damages.

STEPS INVOLVED IN THE EXECUTION OF PROJECT AGREEMENTS

Issuance of Project Agreements.

Project Agreements are issued to grantees within approximately 30 days of grant funding being made available to the DNR (MNRTF) or notification by NPS that an application has been approved for funding (LWCF). Upon issuance of the Project Agreement, you must do the following:

- Finalize the boundary map and legal description of the project area. Prepare two copies of each and initial and date the boundary map. For LWCF projects, the DNR should already have received copies of the boundary maps, so that only the legal description need be finalized at this time.
- For MNRTF projects, if you control the project area through a lease, easement, or use agreement, ensure that you have received written approval from the DNR and have submitted to the DNR a copy of the executed document.
- If necessary, take the final steps to obtain fee simple title to the project area.
- Complete the blank sections of the agreement. The information you will need to complete the agreement includes the name and address of the individual who will represent your community. Because this person will receive all correspondence from the DNR regarding the project, please designate a person with day-to-day authority for the project and who will routinely interact with your Grant Coordinator. He or she does not need to be the same person

who signs the agreement; however, they should be authorized to sign all routine correspondence pertaining to project completion.

One blank section frequently overlooked is found at 13.b of the Project Agreement. If you own the project area in fee simple title, write in "N.A" (not applicable) and your initials within the blank area. If you hold a lease, easement, or use agreement, fill in the date of DNR approval of this document.

- Pass a resolution of the local governing body to accept the agreement and the grant. Sample language for the resolution is provided with the agreement and included in this booklet in Appendix D. The DNR will not execute the agreement without a proper resolution by the local unit's governing body accepting the grant and the terms of the agreement. The resolution must be signed or sealed to verify its authenticity.
- Sign and return the agreement. Within 90 days of issuance, the grantee must sign both copies of the agreement and return both with two copies of the sealed resolution, legal description, and (for MNRTF projects) the initialed and dated boundary map.

Execution of Project Agreements.

Project Agreements will be executed when returned to the DNR in compliance with the above requirements. Agreements are generally executed by the DNR, and one original agreement (with attachments) is returned to the grantee within two weeks of the DNR receiving all the required materials.

It is important to note that the two-year project completion timeframe (the project period) begins when the Project Agreement is issued. **Project Agreements must be executed prior to incurring project costs--including matching funds--with the exception of limited engineering costs.** Delays in executing the Project Agreement will reduce the amount of time available for completion of your project.

SECTION 3: PERMITS AND PROJECT PLANS AND SPECIFICATIONS

The development of the plans and specifications for the project must be done in conjunction with securing all required permits, especially environmental permits, because the conditions under which environmental permits are issued may require significant modifications to your project plans and specifications. **The DNR does not permit the awarding of a bid before all required environmental permits have been obtained and we recommend against advertising the bid before all permits are in place.** To avoid delays to the project, you should begin securing all required permits as soon as you receive notification that your project has been recommended for funding. Only those costs associated with obtaining permits incurred during the project period are eligible for reimbursement.

PERMITS

A list of permits that may be required is provided below. This list is not comprehensive.

Local Permits/Approvals.

1. Building Permits (including all associated trades—mechanical, plumbing and electrical).
2. Soil Erosion and Sedimentation Control Permits. Permits must be received from the appropriate local enforcement agency for compliance with laws and regulations pertaining to soil erosion and sedimentation control. Information on the local agency to contact to apply for a permit can be found on the Michigan Department of Environmental Quality's website, www.michigan.gov/deq.
3. County Road Right-of-Way Permits. Your county road commission should be contacted for information on required permits for projects that involve activities within the right-of-way of a county road. These activities include, but are not limited to, construction or upgrading of driveways, tree trimming and removal, drainage, landscaping, grading and utilities.

State Permits.

1. Michigan Department of Transportation, P.O. Box 30050, Lansing, MI 48909-1532; www.michigan.gov/mdot. Permits are required for activities within a State highway right-of-way. Examples of activities for which a permit is required include construction or upgrading of driveways, tree trimming and removal, drainage, landscaping, grading and utilities.
2. Michigan Department of Environmental Quality (DEQ), www.michigan.gov/deq. Contact the following sections within the DEQ for permit information for the following activities:
 - a. Geologic and Land Management Division, Permit Consolidation Unit; 517-373-9244:
 - Construction, draining, dredging, or filling in, across, or under any area that may have or ever had standing or flowing water (rivers, lakes, wetlands, floodplain, etc.).
 - Dredging within 500 feet of a lake, river, stream, creek or ditch.
 - Filling or placement of structures in water, wetlands, floodplain or any work at the land/water interface.
 - Construction of a building or septic system in a designated Great Lakes high risk erosion area.
 - Dredging, filling, grading, or other alteration of the soil, vegetation, or natural drainage, or placement of permanent structures in a designated environmental area.
 - Development or silvicultural activities or contour alterations within a designated critical dune area.
 - b. Geologic and Land Management Division, Minerals and Mapping Unit; 517-241-1542:
 - Removal of sand from a sand dune area within 2 miles of a Great Lakes shoreline.
 - c. Water Division, Soil Erosion and Sedimentation Program; 517-335-3178:
 - Any earth change activity within 500 feet of a lake or stream, or disturbance to an area greater than one acre in size.

- d. Water Division, Environmental Health Section; 517-241-1313:
 - On-site storage of sanitary sewage prior to ultimate transport and disposal off-site (pump and haul).
 - Construction or modification of a campground.
 - Construction or modification of a public swimming pool.
 - e. Appropriate District Office, Water Division:
 - Construction of a water supply well or the extension of a water supply service from an existing water system.
 - Discharge of any type of wastewater to a storm sewer, drain, lake, stream or other surface water.
 - Construction or alteration of any sewage collection or treatment facility.
 - Construction that will disturb one or more acre, other industrial activity that will result in a discharge of storm water to a storm sewer, drain, lake, stream or other surface water.
3. Department of Natural Resources; www.michigan.gov/dnr.
- a. Wildlife Division, Natural Heritage Unit; 517-373-1263. An endangered species permit will be required if any State-listed threatened or endangered species will be taken or harmed. If a federally listed threatened or endangered species will be impacted, contact the U.S. Fish and Wildlife Service, 2651 Coolidge Road, Suite 101, East Lansing, Michigan 48823, 517-351-2555, for information related to federal regulations.
 - b. Fisheries Division, Natural Rivers Program; 517-241-9049. This program must be contacted if the project involves construction or land alteration within 400 feet of a designated natural river or tributary.

Local/State Approvals of Final Construction.

In addition to the permits and approvals that may be needed prior to project construction, there are approvals and certifications that will be needed upon project completion. The following approvals will be needed to seek final reimbursement under the grant if appropriate for the project.

- Fire Marshal approval of building plans, where applicable.
- Certification from the electrical inspection unit having jurisdiction in the area that the project has been completed in accordance with prevailing electrical codes.
- A Certificate of Occupancy for any building or structure, including picnic shelters.
- Public swimming pool operations permit from the Michigan Department of Environmental Quality, Public Swimming Pool Program; 517-241-1353.
- Other local/State approvals as required by law.

BARRIER-FREE ACCESSIBILITY AND PLAYGROUND SAFETY

All completed projects must meet all applicable engineering standards and federal, State, and local requirements, including compliance with **State** and **federal** barrier-free requirements and the Playground Safety Act, P.A. 16 of 1997, as amended.

Under the State Utilization of Public Facilities by the Physically Limited Act (Act 1 of 1966, as amended) all public facilities, including improved areas used for recreation, must meet the barrier free design requirements contained in the State construction code. Under this Act, the administration and enforcement related to barrier-free design requirements are vested in the local or State government agency responsible for issuing a building permit. If the project does not require a building permit, administration and enforcement of barrier-free design requirements are vested in the Department of Consumer and Industry Services.

Any request for an exception to the barrier-free design requirements of the State construction code must be submitted to the Barrier-Free Design Board within the Department of Consumer and Industry Services (517-241-9300). The Barrier-Free Design Board has the responsibility to receive, review, and process requests for exceptions to barrier-free design specifications; require appropriate

equivalent alternatives when exceptions are granted; and receive, process, and make recommendations for barrier-free design rules.

Because the State construction code does not apply to many recreation facilities, it is essential that your Prime Professional also be aware of and understand the federal guidelines covering these types of facilities. In 2002, the federal Architectural and Transportation Barriers Compliance Board (known as the Access Board) issued final guidelines under the Americans with Disabilities Act (ADA) for a number of types of recreation facilities, including amusement rides, boating facilities, fishing piers and platforms, golf courses, miniature golf courses, sports facilities, swimming and wading pools and spas. Guidelines were previously issued in 2000 by the Access Board for play areas. The play area guidelines address requirements for the number of play components required to be accessible, accessible surfacing in play areas, ramp access and transfer system access to elevated structures, and access to soft contained play structures. The Access Board has also proposed guidelines for trails, beaches, and picnic and camping areas. **While none of these guidelines has yet become a federal standard, they represent the best information available on developing barrier-free recreation facilities and may be upheld in a court of law; therefore, they should be referred to by your Prime Professional when preparing plans and specifications for projects incorporating these facilities.**

For more information on barrier-free requirements, the following websites may be useful:

- National Center on Disability: www.ncaonline.org.
- The Great Lakes Disability and Business Technical Assistance Center: www.gldbtac.org.
- Americans with Disabilities Act Home Page: www.ada.gov.
- The Architectural and Transportation Barriers Compliance Board (the Access Board): www.access-board.gov.

For more information on playground safety requirements, the following websites may be useful:

- International Play Equipment Manufacturers Association: www.ipema.org/home.asp.
- American Society of Testing and Materials: www.astm.org.
- National Program for Playground Safety: www.uni.edu/playground.

PLANS AND SPECIFICATIONS

The development of plans, specifications and bidding documents must comply with the Project Agreement entered into by the State of Michigan and the grantee and with all applicable federal, State, and local laws and rules. **For LWCF projects**, the requirements of the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (43 CFR Subtitle A, Subpart C) supercede State and local laws and rules when in conflict.

The Prime Professional prepares the plans, specifications and bidding documents. The form these documents take depends on the items included in the project, their cost, whether they are constructed or purchased and, if constructed, whether through contract, by force account labor or by volunteers. The Prime Professional is also responsible for overseeing the completion of the project, and must conduct a final inspection to certify that all aspects of the project were carried out satisfactorily.

In preparing the plans, specifications and bid documents, you may include the entire project within a single contract or split the project into multiple contracts. In most cases an entire scope item must be included in a single contract and, for most projects, no more contracts than the number of scope items will be allowed. **For LWCF projects**, exceptions will be made if adherence to these guidelines would impede your ability to take all necessary affirmative steps to assure that minority firms, women's business enterprises and labor surplus area firms are used (see the additional contract/purchasing requirements listed below).

If you combine scope items from more than one grant project in a single contract, or include items that are not part of the grant-assisted project, you must clearly specify which costs are associated with which grant, and/or which costs are not part of a grant-funded project, when submitting reimbursement requests.

Construction by Contract.

The Prime Professional prepares the plans, specifications and bidding documents. Both the plans and the specifications booklet must be sealed by the Prime Professional. If the estimated cost for the contract is over \$25,000, you must conduct open, competitive bidding. For contracts between \$1,000 and \$25,000, you must solicit a minimum of three written quotes. In both instances, the award must go to the lowest bidder. Contracts under \$1,000 may be awarded using a method of your choosing; however, plans and specifications must still be prepared and sealed by the Prime Professional and approved by the DNR.

If the contract includes the purchasing of some items, the specifications may reference a specific company's product; however, a phrase such as "or equivalent" must be inserted into the specifications to allow for the purchase of similar items from other companies. The plans must indicate where the purchased items are to be installed and include the support facilities needed to make them useable, such as access routes and subsurfacing for play equipment, or abutments and approaches for bridges.

Construction by Force Account or Volunteer Labor.

The Prime Professional is required to prepare the plans and specifications. Both the plans and the specifications booklet must be sealed by the Prime Professional and approved by the DNR prior to the beginning of construction.

Purchasing.

Sometimes the grantee may wish to purchase items for the project directly rather than through a contractor. As with construction contracts, the procedures you must follow in making direct purchases depend on the dollar amount of the purchase. Items that would normally be purchased together, such as multiple identical items (six grills) or items typically made by the same manufacturer (tables and benches), under most circumstances must be purchased together.

Plans prepared by the Prime Professional must indicate where purchased items are to be installed and include the support facilities needed to make them useable, such as access routes and subsurfacing for play equipment or abutments and approaches for bridges.

When a direct purchase has a total cost under \$1,000, submit manufacturer's specification sheets for DNR approval prior to making the purchase. When applicable, manufacturer's specification information may be taken from a catalog.

If the total purchase price is between \$1,000 and \$25,000 and you are purchasing the item(s) directly from a catalog, you must submit to the DNR (prior to purchase) the catalog information from at least three different companies. Items must be purchased from the company offering the lowest price. If you intend to solicit quotes, submit the bid document to the DNR prior to solicitation. Bid documents containing manufacturer's specifications sheets must include the phrase "or equivalent" to allow for the purchase of similar items from other companies. At least three written quotes must be solicited and the purchase must be made from the lowest bidder.

If the item(s) to be purchased costs over \$25,000, the grantee must conduct open, competitive bidding. Specifications based on a specific company's product must include a phrase such as "or equivalent" to allow for the purchase of similar items from another company. Performance specifications based on a fixed dollar amount may be used. Plans that include the purchased item(s) and/or their support facilities, specifications and bidding documents must be approved by the DNR prior to advertising the bid. The award must go to the lowest bidder.

At the completion of the project, the Prime Professional will be required to certify that purchased items are acceptable for their intended use, and that they have been assembled and installed correctly, whether by a contractor, force account labor or volunteers. For some projects, playground or other equipment is installed by an employee of the vendor, or the vendor's employee oversees the assembly and installation by volunteer labor. In these instances, the vendor's employee must be licensed to perform these duties and must be identified as an additional professional services contractor on the *Professional Services Certification* form (Appendix C). The vendor's employee will be required to sign the reimbursement request form (see Section 5) along with the Prime Professional certifying that the purchased items have been assembled and installed correctly.

Additional Contract/Purchasing Requirements for All Projects.

1. You must inform all bidders in the advertisement for bids or solicitation for quotes that State or federal funds are being used to assist in construction and relevant State or federal requirements will apply.
2. You must comply with all requirements of 1976 PA 453 (Elliott-Larsen Civil Rights Act) and 1976 PA 220 (Persons with Disabilities Civil Rights Act), as amended. In accordance with these laws, all contracts you enter into must contain a covenant by the contractor and any subcontractors not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of this covenant will be regarded as a material breach of the contract and of your Project Agreement.
3. The grantee must maintain written records of the contracting process, and upon request of the DNR, submit documentation that you have followed the guidelines set forth in this document.
4. You cannot award a contract or subcontract to an employer whose name appears in the register compiled by the Michigan Department of Consumer and Industry Services pursuant to 1980 PA 278 (State Contracts with Certain Employers Prohibited).
5. Sometimes bid documents are prepared containing alternates. In preparing bid documents, you should prioritize alternate work carefully. **The document must include the information that if alternates are awarded, they will be awarded in the order they are listed.** This requirement is meant to minimize manipulation of the bid to award to a specific bidder.
6. Current State of Michigan laws do not specifically allow for using the design/build method of bidding and construction. Under certain circumstances that ensure the fairness of the bidding process, design/build contracts may be allowed. If you are considering the design/build method of contracting, you should contact your Grant Coordinator as early in the process as possible for guidance and approval.
7. Occasionally situations arise in which it is necessary or highly desirable to purchase an item from a specific vendor or hire a particular contractor without going through the competitive bid or quote solicitation process. While the DNR does not generally approve using sole source providers, there may be situations in which their use is acceptable. For example, you may have previously purchased a distinct type of bench for your park, and wish to add additional, identical benches using grant funds. You must obtain written approval from the DNR prior to contracting with a sole source provider by submitting a written request to your Grant Coordinator. Include cost estimates and a justification for using this procedure with your request.
8. **For LWCF projects**, and in accordance with 43 CFR Subtitle A, Subpart C, you must take all necessary affirmative steps to assure that minority firms, women's business enterprises and labor surplus area firms are used when possible. Affirmative steps shall include:
 - a) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - b) Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
 - c) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
 - d) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business and women's business enterprises;
 - e) Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

- f) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in a) through e) above.
9. Compliance with the federal Davis-Bacon Act (40 USC 276a to 276a-7) is not required for either MNRTF or LWCF funded projects.

SEEKING DNR APPROVAL OF PLANS AND SPECIFICATIONS

To keep the project on schedule, you should submit plans and specifications to the DNR within 180 days following the date of execution of the Project Agreement. Plans and specifications for all items in the approved project scope must be submitted to the DNR for approval in a single packet or multiple packets.

The DNR's review of plans and specifications will be limited to verification by your Grant Coordinator or other staff that the work to be performed conforms to the approved list of project items as defined in the signed Project Agreement. The DNR's approval of the plans and specifications does not indicate that the plans meet engineering or architectural standards or barrier-free accessibility requirements. The grantee is solely responsible for ensuring the plans and the final project meet engineering standards and all appropriate federal, State, and local requirements, including compliance with State and federal barrier-free accessibility requirements.

To seek DNR approval of the plans and specifications, all of the following must be submitted in one or multiple packets:

- **The completed *Checklist for Submission of Plans, Specifications and Bid Documents for Recreation Grant Development Projects*** (PR-1911; see Appendix E for an example).

The DNR will provide you with a partially completed checklist and submission form specific to your project. If your packet does not include all scope items, a new form must be completed and submitted with each additional packet. If you are proposing to change the project as it was proposed in your approved MNRTF or LWCF grant application, see Section 4.

- **Sealed plans, specifications and bid documents.**

The Prime Professional's seal is required on the first page of the plans and on the cover page of the specifications booklet.

- **A completed and signed *Professional Services Certification form*** (PR-1903; Appendix C).

By completing this form the grantee provides the name and qualifications of the Prime Professional (and additional professional service contractors) responsible for preparation of the plans and specifications. By signing the form, you also certify that the Prime Professional and other professional services contractors (such as a playground equipment vendor) will supervise the construction, assembly and/or installation of equipment to ensure adherence to the plans and specifications and all applicable engineering standards.

- **An itemized cost estimate for the project.**

This estimate should reference the scope items as they appear in the Project Agreement.

- **A brief project implementation schedule.**

The schedule should list the major steps the grantee will take toward completing each scope item and the projected completion date for each step. The common steps that should be included in all schedules include the following; however, additional steps unique to the specific project can also be included in the schedule:

- Complete Plans and Specifications and Submit to DNR for Approval
- Secure Permits
- Advertise for Bids/Quotes Award
- Award of Construction and Purchase Contracts and Notify DNR of Contractor/Vendor Selection
- Begin Construction/Procurement

- Complete Construction/Procurement
- Submit Reimbursement Request to DNR

This schedule must demonstrate that the project will be completed within the project completion period included in your Project Agreement. An example implementation schedule is included in Appendix F. The example is in table form; however, any format—including charts, graphic timelines or narrative—is acceptable.

Upon DNR approval of the plans and specifications, the grantee may:

- Initiate the contracting process for work to be performed by contract;
- Initiate work to be done with the grantee's own labor (force account); and
- Initiate the procurement of project materials.

CONTRACTOR/VENDOR SELECTION

Upon DNR approval of your plans, specifications and bid documents, the contract is advertised (if force account or volunteer labor is not being used) or solicitation for quotes begins. Once the bids have been opened, in most situations they cannot be altered, nor can negotiations take place; however, there are times when bids are received that are much higher than anticipated. There are a number of options that you can pursue in this situation, but you must be sure to keep your Grant Coordinator informed of your actions.

1. Alter the plans and/or specifications (see Section 4 below) and either readvertise for bids or issue a post-bid addendum to all bidders.
2. Divide the contract into smaller contracts and readvertise for bids. Remember that no more contracts than the number of scope items are generally allowed.
3. If you have sufficient time left in your project period, wait until market conditions are more favorable and readvertise the bid.
4. If the bids are based on unit pricing, determine the low bidder following alteration of the plans and/or specifications (see Section 4 below). Using this method to manipulate the bid with the goal of awarding the contract to a specific bidder is unacceptable and will not be approved.

The DNR must concur with your choice of contractor/vendor when the contract/purchase exceeds \$1,000. The award must go to the lowest bidder. Use the Notification of Contractor/Vendor Selection and Bid Tabulation Approval form (PR 1911-1) found in Appendix G. Submit a copy of the bid tabulation with the Notification of Contractor Selection form.

If you have reason to reject the lowest bid, you must submit your written justification with the *Notification of Contractor/Vendor Selection and Bid Tabulation Approval* form and receive written concurrence from the DNR prior to awarding a contract.

At times, you may receive a very low number of bids or fewer than three quotes. In this situation, you should rebid the contract or solicit more quotes. If you believe there are circumstances that will prevent you from receiving better results, submit with the *Notification of Contractor/Vendor Selection and Bid Tabulation Approval* form written justification for awarding the contract, including a description of the efforts you took to advertise for bids or solicit quotes. You must receive concurrence from the DNR prior to awarding a contract.

SECTION 4: PROJECT CHANGES

A project change is an alteration of the project as it was proposed in your approved MNRTF or LWCF application. Changes can include adding or deleting scope items, altering the specifications of a scope item, changing the layout of the scope items within the project area or modifying the size or location of the project area. Project changes also include lengthening the project period. Different procedures for requesting and obtaining approval for changes are required, depending on the change, the grant program, and when the change is proposed.

CHANGES TO SCOPE ITEMS

Any changes that significantly affect scope items, as defined in the Project Agreement and further delineated in the approved grant application require prior approval by the DNR. These include adding or deleting scope items and making significant changes to the specifications of a scope item, such as reducing the size of a nature center building. Depending on the degree and nature of the change, approval by the MNRTF Board (MNRTF projects) or National Park Service (LWCF projects) may be required. These types of changes usually result in the need to amend the Project Agreement.

We encourage you to discuss this type of change with your Grant Coordinator before submitting a written proposal. If you submit plans and specifications that incorporate one or more of these types of changes, you should indicate the change on the *Checklist for Submission of Plans, Specifications and Bid Documents for Recreation Grant Development Projects* (PR-1911) and attach a written description of the change, the reason for the change and the expected impacts on the project. Changes that involve a deletion or significant reduction to a scope item should include a discussion on the review and rejection of alternatives to this course of action. Changes will require approval before you may advertise the bid or solicit quotes.

Significant changes to scope items requested after the commencement of construction also require prior approval. Again, written requests must include a description of the change, the reason for the change, and the impacts on the project, along with (as appropriate) a set of revised plans and specifications sealed by your prime professional. Changes that involve a deletion or significant reduction to a scope item should include a discussion on the review and rejection of alternatives to this course of action.

OTHER CHANGES TO THE PLANS AND SPECIFICATIONS/CONTRACT CHANGE ORDERS

You are required to notify the DNR, or in some cases obtain prior approval, for changes to the approved plans and specifications that are less significant than those discussed above. Notification is usually accomplished by submitting a copy of a contract change order. All contract change orders that result in more than 15 percent change in the total contract amount require prior DNR approval to ensure that proper procedures are being followed and that the project has not changed significantly from that proposed. These should be submitted before execution and accompanied by a written description of the change. Contract change orders for less than 15 percent of the total contract amount that do not significantly change the nature or intent of scope items may be submitted with reimbursement requests (see Section 5) and do not require prior approval.

When a contract change order along with an “as constructed” plan (see Section 5) does not adequately describe the alteration of the project for the purposes of a final inspection, revised plans and specifications, sealed by the prime professional, must also be submitted.

CHANGES TO THE PROJECT AREA

The project area is defined by the legal description and boundary map incorporated into your Project Agreement. All scope items constructed or purchased as part of your grant funded project must be located within the project area. Your project agreement requires you to maintain the project area for public outdoor recreation uses only, in perpetuity.

Any change to the project area will require an amendment to your Project Agreement and may require approval by the MNRTF Board (MNRTF projects) or National Park Service (LWCF projects). Requests for project area changes should be submitted in writing to your Grant Coordinator and must include a map of the proposed change, the reason and justification for the change, and a discussion of the expected impacts of the change on the project as originally proposed.

PROJECT PERIOD EXTENSIONS

You are expected to complete your grant funded project within the project period stated in your Project Agreement, however, there are times when, for various reasons, this is not possible. The DNR will consider written requests for extensions that are submitted before the project period ends. Factors we will consider in determining whether to grant an extension include how much progress has been made towards completion of the project and to what extent delays were outside of your control. Project period extensions always require an amendment to your Project Agreement.

SECTION 5: REIMBURSEMENT REQUESTS

Development grants under MNRTF and LWCF are made strictly on a reimbursement basis. This means that the grantee incurs the costs and then requests reimbursement for those costs.

- The reimbursement amount is based on the percentage stated in the Project Agreement up to the amount of the grant award i.e., if the grant was awarded based on 75 percent of the total cost of the project, the reimbursement rate would be 75 percent of the expenditures. If the expenditures are in excess of what is required to earn the full grant, you will only earn the grant amount. Grant amounts will not be increased; the grantee is solely responsible for all cost overruns.
- Payment is made up to 90 percent of the grant amount. Release of the final 10 percent is dependent upon satisfactory completion of a final inspection by the DNR Engineering Section and an audit of the financial information by the DNR Office of Program Assistance and Review.
- Complete and submit a first reimbursement request once you have earned 25 percent of the grant award. Additional requests may be submitted at any time but are to be limited to a total of four during the life of the project. If the reimbursement request includes only engineering costs and no contract has been awarded, no payment will be made until a contract has been awarded. The one exception to submitting requests before 25 percent of the grant has been earned is at the close of the State fiscal year, when you will be required to report all expenditures incurred within that year (see below).
- You may choose to submit one reimbursement request—a “first and final”—upon project completion; however, this is not recommended. If you do choose this process, you will be paid 80 percent of the grant amount earned following a review and approval of the request. An additional 10 percent will be released upon satisfactory completion of a final inspection. The release of the final 10 percent will then be dependent upon satisfactory completion of a financial audit.

PREPARING AND SUBMITTING A REIMBURSEMENT REQUEST

Required Content

A complete request for reimbursement must include all of the following:

1. A completed *Development Reimbursement Request* form (PR-1919; Appendix H). All blanks within the form must be completed, and the form must be signed by both the grantee and the Prime Professional. If additional space is needed to list expenditures, use a separate sheet of paper formatted in the same manner as Section 3 of the form.
2. Copies of the front and back of canceled checks for all expenditures. The copies must document that the check has cleared the bank (see example in Appendix I). If canceled checks are no longer provided by your bank, include a copy of the non-negotiable check and a copy of the bank statement showing the check cleared the bank.
3. Copies of invoices (not purchase orders or statements). The invoices must include a clear description of the items or services provided. It must be clear from the description how the items or services relate to completion of one or more of the project scope items (see example in Appendix J).
4. Copies of Contractor Application for Payment, including all continuation sheets (see example in Appendix K).
5. Any applicable Contract Change Orders.
6. Documentation of force account labor and equipment (see below).
7. Documentation verifying the amount and value of donated labor and/or materials (see below).
8. A short cover letter or transmittal note providing the name and phone number of the person who prepared the request and who can answer questions regarding its content.

Reporting Force Account Labor and Equipment

Salaries and Wages:

If a local unit of government is using their own employees to construct all or part of a project funded by a recreation grant (force account labor), the following information must be submitted with the request for reimbursement:

1. A list which includes the following (see Exhibit A):
 - a. The name(s) of the employee(s);
 - b. The dates worked;
 - c. The hourly pay rate;
 - d. Number of hours worked;
 - e. Total amount paid; and
 - f. The employees' classification/title and annual salary.
2. Copies of time sheets for the pay periods indicated.
3. If you include fringe benefits, provide the rate used to determine the fringe benefit for each employee (for example, social security rate equals 7.65 percent of gross salary). Fringe benefits include only what is paid by the local unit on behalf of the employee (see Exhibit A).

Administrative salaries and wages, including the costs associated with management of the grant, are not eligible for reimbursement.

Equipment:

If you use equipment you own, you must submit the following information (see Exhibit B):

1. Date(s) of use.
2. Equipment number, if applicable.
3. Type of equipment.
4. The Michigan Department of Transportation equipment number. The MDOT equipment number can be obtained from the MDOT *Equipment Rental Rates, Schedule C, Report 375* booklet for the year in which the equipment was used. (This booklet can be obtained from the Michigan Department of Transportation, Maintenance Division, 6333 Old Lansing Road, Lansing, MI 48917; 517-322-3303).
5. The rate charged for the equipment. Reimbursement for equipment usage will not exceed the rates published in the MDOT Equipment Rental Rates booklet.
6. The number of hours used.
7. The total cost for the equipment.

Documenting Donations

Specific procedures for placing the value on donations from private organizations and individuals are set forth below:

1. **Valuation of Volunteer Services:** Volunteer services may be furnished by professional and technical personnel, consultants and other skilled and unskilled labor. Each hour of volunteered service may be counted as match if the service is an integral and necessary part of the project. Records of volunteer services submitted with a reimbursement request must include time sheets containing the signatures of the person whose time is contributed and of the supervisor verifying that the record is accurate.

Volunteer time must be valued at minimum wage unless the person is professionally skilled in the work being performed on the project (i.e., a plumber doing work on pipes, a mason doing work on a brick building). When a professional is volunteering professional services, the wage rate this individual is normally paid for performing this service may be charged to the project.

2. **Valuation of Materials:** Prices assessed to donated materials should be reasonable and should not exceed current market prices at the time they are charged to the project. Records

of material donations included with a reimbursement request must indicate the fair market value by listing comparable prices and vendors.

3. **Valuation of Donated Equipment:** The hourly rate for donated equipment used on a project shall not exceed its fair-rental value. Hourly rates in the annual edition of *Rental Compilation*, *Rental Rate Guide*, or similar publications that provide the national or regional average rates for construction equipment may be used. Such publications are usually available from contractor associations. Records of equipment donations included with a reimbursement request must include schedules showing the hours and dates of use and the signature of the operator of the equipment, similar to Exhibit B.

Exhibit A. Report of Force Account Payroll

Salary: Payroll ending 08-05-90:

Name	Classification	Annual Salary	Hours Worked on Project/ Hourly Rate	Salary Costs Charged To Project
<i>Blair, John</i>	<i>Laborer</i>	<i>\$19,800/yr</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Bratonia, Steve</i>	<i>Laborer</i>	<i>\$19,800/yr</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Kennedy, Mike</i>	<i>Apprentice Lineman</i>	<i>\$19,600/yr</i>	<i>5 hrs. @ \$ 9.46 =</i>	<i>\$ 47.30</i>
TOTAL SALARIES				\$199.94

Fringe benefits:

Benefit	Rate Used to Determine Benefit	Total Amount Charged to Project
<i>Social Security</i>	<i>7.65% of gross pay</i>	<i>\$XXXX</i>
<i>Retirement</i>	<i>XXXX</i>	<i>\$XXXX</i>
<i>Health Insurance</i>	<i>XXXX</i>	<i>\$XXXX</i>
TOTAL FRINGE BENEFITS		\$XXXX

Exhibit B: Report of Equipment Usage

Date	Grantee's Equipment Number	Equipment Type	Hourly Rate	Hours	Total Charged to Project	MDOT#
<i>June 3, 2004</i>	<i>3</i>	<i>1994 Dodge Pickup</i>	<i>\$7.49</i>	<i>2</i>	<i>\$ 14.98</i>	<i>12.300 96.006</i>
<i>June 3, 2004</i>	<i>18</i>	<i>1989 Hough Front End Loader</i>	<i>\$41.90</i>	<i>4</i>	<i>\$167.60</i>	<i>47.405 96.006</i>
<i>June 3-5, 2004</i>	<i>20</i>	<i>International Backhoe</i>	<i>\$36.96</i>	<i>5</i>	<i>\$184.80</i>	<i>70.103 85.303 70.500</i>
<i>June 3-5, 2004</i>	<i>31</i>	<i>1990 Hough Front End Loader</i>	<i>\$41.90</i>	<i>8</i>	<i>\$335.20</i>	<i>47.405 96.006</i>
<i>June 3-5, 2004</i>	<i>36</i>	<i>1991 Ford Dump Truck</i>	<i>\$17.88</i>	<i>4</i>	<i>\$71.52</i>	<i>12.304</i>
TOTAL EQUIPMENT					\$774.10	

Final Reimbursement Requests

In addition to the expenditure documentation required for all reimbursement requests as listed above, final reimbursement requests must also include:

1. Copy of Certificate of Occupancy for public buildings.
2. Certification of Final Electrical Inspection for projects such as ball field and tennis court lighting.
3. Other local certifications or approvals needed to confirm the project meets applicable standards.
4. A photo of the installed MNRTF or LWCF plaque. These plaques can be (but are not required to be) ordered through Castco Products Company (see Appendices L and M) and should be installed at the entrance to the project area. **Be sure you order the correct plaque for the grant program that funded your project.**
5. A one-page “as constructed” site plan no larger than 11” x 17”. This site plan should include the location of each completed scope item as well as the location of the park (see example in Appendix N).

Final reimbursement requests should be marked as “final” and submitted once all construction has been completed and all payments to contractors and suppliers have been made and documented but no later than the date specified in the Project Agreement (90 days after end of the project period). By submitting the final reimbursement request, you are signaling to the DNR that the project is complete.

INSPECTION AND AUDIT

Completed projects will be inspected by a DNR engineer and audited by the DNR’s Office of Program Assistance and Review before final payment is made. If problems are identified as a result of the DNR’s final inspection, you will be given 90 days from the date of written notification to correct the deficiencies. If you did not earn your total grant amount in completing the project, you may request reimbursement for the costs associated with correcting any problems found during the inspection. Otherwise, you are solely responsible for bearing these costs.

DNR REPORTING OF FISCAL YEAR EXPENDITURES

The DNR is required by law to report all expenditures within each fiscal year, which ends on September 30th. For you, this means that in mid-August you will receive a letter from us requesting one of the following:

- A completed reimbursement request for all expenditures not reported to date. Unlike our usual procedures, for this request only we require that you include those expenditures for which you have not yet received a canceled check. Instead, include a non-negotiable copy of the check. You will receive payment as you would for any reimbursement request, but will be required to submit copies of the canceled checks once you receive them.
- A letter from you listing estimated expenditures since the beginning of the fiscal year (or your last reimbursement request) through September 30th of the current year. You will not receive payment based on this submittal.

In addition to the above, we will also request a brief status report on your project. This report should include the following information:

- A brief summary of the work accomplished to date;
- A brief statement that provides the current status of each of the project facilities (e.g., plans and specifications under development, contract pending, under construction, complete, etc.) and when you expect to complete each of them;
- A revised implementation schedule if the project schedule has strayed significantly from the implementation schedule submitted with the project plans and specifications.

SECTION 6: POST-PROJECT COMPLETION OBLIGATIONS AND PROGRAM RECOGNITION

Your obligations under your development grant do not end with final reimbursement and close-out of the financial portion of the grant. Grantees have long-term obligations that pertain to both the facilities developed with grant assistance and the project area encumbered by the Project Agreement. Your obligations regarding facilities endure over the life of the facilities. Obligations regarding the project area endure in perpetuity.

These long-term obligations include, but are not limited to:

- Maintenance of the project area and facilities, so they are attractive, inviting and safe.
- Compliance of the area and facilities with all applicable laws and regulations.
- Keeping the project area/facilities open and accessible for public use at all appropriate times, based on the type of facilities. Full or partial closure of the project area or facilities to public use is a significant violation of the grantee's obligations under the Project Agreement. Extended, temporary closures for renovation or other purposes may be acceptable, but should be approved by the DNR before being implemented.
- Not instituting membership or annual permit systems. Differences in admission and other fees may be instituted on the basis of residence, but nonresident fees cannot exceed twice the amount charged to residents.
- Keeping the project area in public outdoor recreation use in perpetuity. Adding any non-recreation facility to the project area, including other government buildings (such as libraries or fire stations) and utility structures (including cellular towers) is considered a **conversion** of the project area to nonrecreation use. Conversion of park areas developed with grant assistance is strongly discouraged. Conversions require prior DNR approval and the implementation of specific mitigation measures as approved by the DNR and, as appropriate, by the MNRTF Board of Trustees or, for LWCF projects, by the National Park Service. Mitigation measures normally include a requirement to replace the parkland with new parkland of equivalent recreational or natural resource value and of equal or greater monetary value.
- Obtaining DNR approval and, for LWCF projects, National Park Service approval to discontinue operation of any of the grant-assisted project facilities prior to or at the end of their useful life.
- Obtaining DNR approval to make any significant changes to the type of recreation provided for at the site. For example, if a grant was awarded for a site that was presented in the grant application as a passive recreation area with limited development, prior DNR approval must be sought if the site is to be changed over to an intensely developed active recreation area.

The DNR will perform periodic formal and informal inspections of the project area and facilities to determine compliance with the grantee's long-term obligations. You will be notified of any problems identified and will be asked to address them within a reasonable timeframe. You are obligated to comply with long-term obligations even in the absence of a DNR post-completion inspection process. Failure to comply with long-term obligations is a violation of the terms of your Project Agreement and will require mitigation. In addition, failure to comply with post-completion obligations will negatively impact your ability to compete for future recreation grants.

It is not uncommon for a park to receive DNR grant assistance under a number of grant programs, including MNRTF, LWCF, the 1988 Recreation Bond Fund program and the CMI-Recreation Bond Fund program; therefore, the grantee's long-term obligations at the site may be governed by more than one project agreement. A community should make sure they are aware of all grant obligations before implementing a change.

Any questions regarding post-completion obligations should be forwarded to your Grant Coordinator.

PROGRAM RECOGNITION

Providing program acknowledgement through signs, plaques, and written materials helps local residents and visitors to the community see the benefits of these programs and their long-term

importance to Michigan's recreation estate. They also serve as a long-term reminder to future local officials that certain parks have grant obligations. Grantees are encouraged to acknowledge the role of the appropriate recreation grant program in written materials published throughout the life of the project. Program recognition language can be included in materials such as park brochures and maps, press releases, grand opening announcements, park posters, interpretative signs and displays and annual reports. Significant correspondence with the public or State or local officials, including legislators, might also recognize the contribution of grant programs when the primary focus of the letter is to provide promotional or informational material about the park/project site. Both materials specific to the grant-funded facility as well as written materials about the community's overall recreational programs can include acknowledgement of the programs.

Including program recognition language in written materials is a long-term activity. You are not required to publish new or additional materials, but we encourage you to add program recognition language to existing parks and recreation publications as they are updated and reprinted. When you do include recognition of grant assistance in your park literature, we ask that you send copies to your Grant Coordinator for inclusion in the project file.

APPENDICES

- A. 2005 Recreation Grants Program Grant Coordinators
- B. Example of a Boundary Map for Executing a Project Agreement
- C. ***Profession Services Certification form (PR-1903)***
- D. Example of a Resolution from a Local Governing Body Accepting a Grant
- E. Example of a *Checklist for Submission of Plans, Specifications, and Bid Documents for Recreation Grant Development Projects* form (PR-1911)
- F. Example of a Project Implementation Schedule
- G. ***Notification of Contractor/Vendor Selection and Bid Tabulation Approval form (PR 1911-1)***
- H. ***Development Reimbursement Request form (PR-1919)***
- I. Example of a Canceled Check
- J. Example of an Invoice
- K. Example of a Contractor's Application and Certification for Payment form
- L. **MNRTF Plaque Order Form (PR-1908)**
- M. **LWCF Plaque Order Form (PR-1914)**
- N. Example of an "As Constructed" Site Plan

Bolded items (forms) should be copied for your use in submitting information to the DNR.

APPENDIX A - 2005 RECREATION GRANTS REGIONAL REPRESENTATIVE



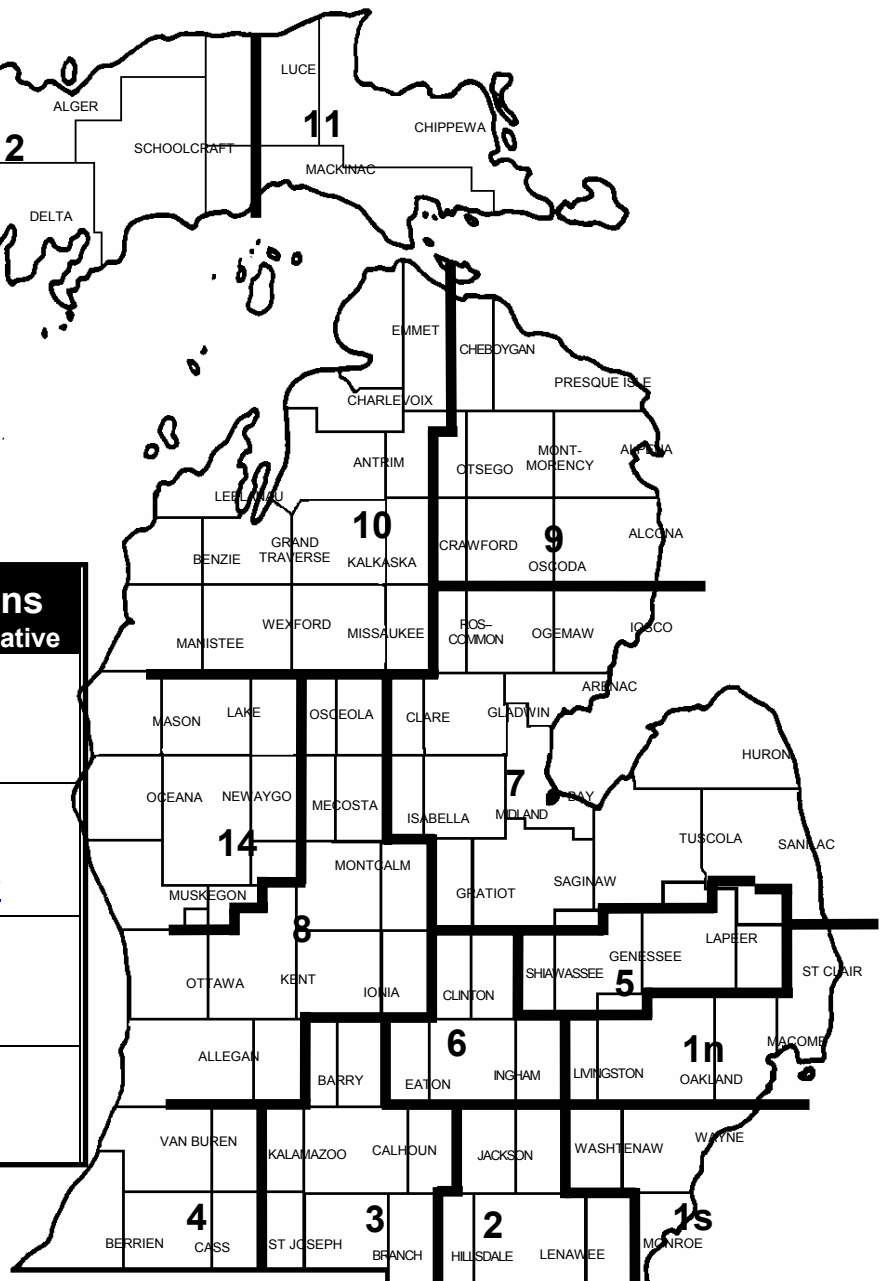
Grants Section Grants, Contracts and Customer Systems Michigan Department of Natural Resources

Information Request: (24 Hour Voice Mail) - (517) 373-2724

FAX - (517) 335-6813

TTY/TDD: 711 (Michigan Relay Center)

Assignments for 2005 Applications	
State Planning Regions	Regional Representative
2, 3, 4, 7 & 9	Richard Bayus (517) 241-3070 bayusr@michigan.gov
5, 6, 8 & 14	Mary Emmons (517) 335-3039 emmonsm@michigan.gov
1n & 10	Linda Hegstrom (517) 241-4128 hegstrol@michigan.gov
1s, 11, 12 & 13	Lisa McTiernan (517) 241-4717 mctiernl@michigan.gov



Jim Wood, Chief, (517) 373-9125, woodjb@michigan.gov

Linda Harlow, Secretary to the Chief and MNRTF Board, (517) 373-9125, harlowl@michigan.gov

Deborah Apostol, Manager, (517) 335-3046,
apostold@michigan.gov

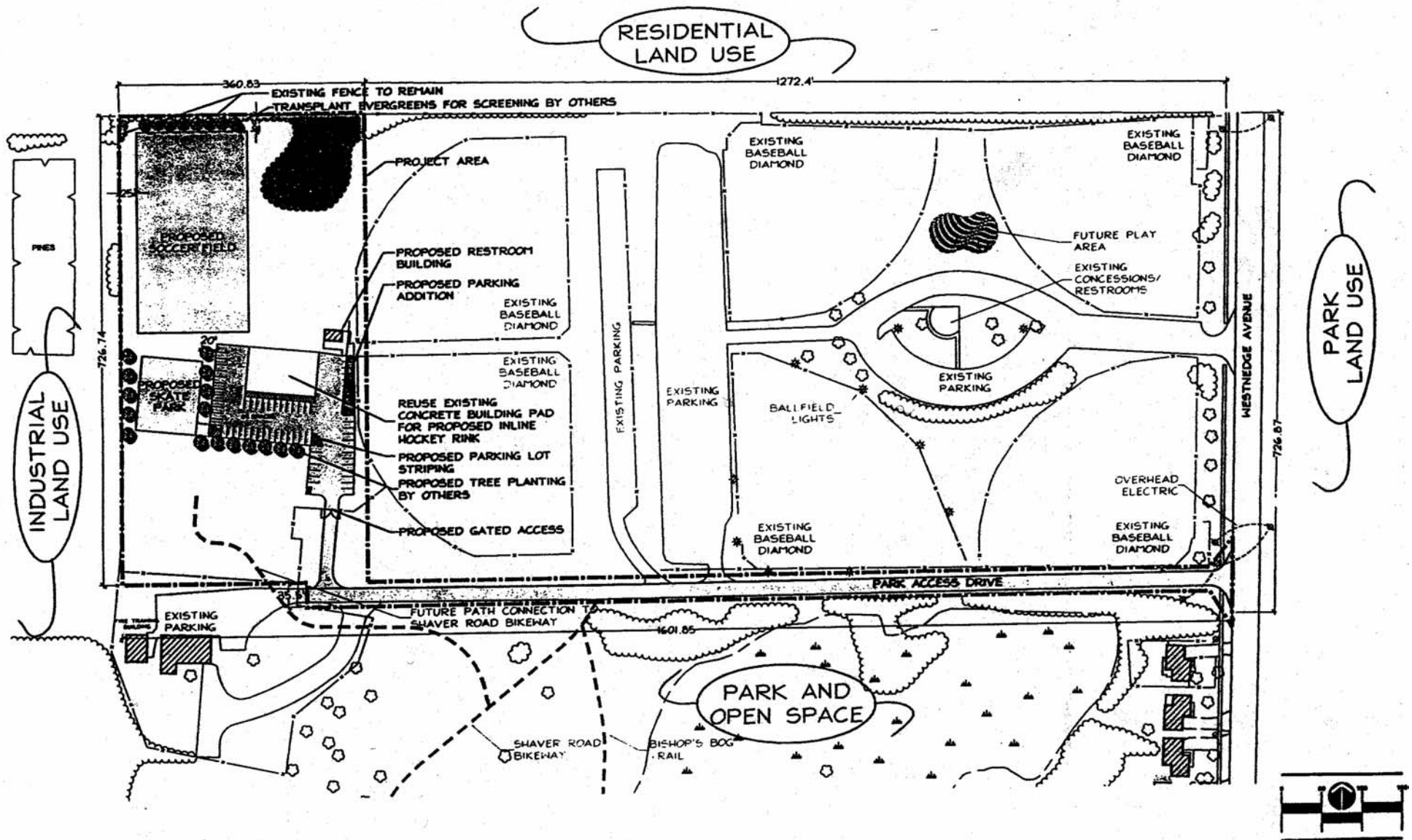
Taunia Sadler, Section Secretary, (517) 241-2480,
sadlertt@michigan.gov

Judy Chamberlain, Payment Officer, LWCF & CMI, (517) 373-9443,
chambej1@michigan.gov

Jule Stafford, Payment Officer, MNRTF, (517) 335-3036,
stafforj@michigan.gov

IC 1905D (Rev. 01/04/2005)

APPENDIX B - Example Of A Boundary Map For Executing A Project Agreement



APPENDIX C - Professional Services Certification



Michigan Department of Natural Resources,
Grants, Contracts and Customer Systems

PROFESSIONAL SERVICES CERTIFICATION

By Authority of Act 299, P.A. 1980. Submission Required. To be completed by the Grantee

I certify that the construction plans and specifications submitted or to be submitted in conjunction with:

Project Title: _____

DNR Project Number: _____ Project County: _____

in Michigan, have been prepared by the following Professional Services Contractor(s) as required by Act 299, P.A. 1980.

I also certify that the supervision of construction, assembly, and/or installation of project scope items will be furnished by the appropriate Professional Services Contractor as listed below to assure adherence to the plans and specifications and to all applicable engineering standards. Attach separate sheets as necessary.

Prime Professional Services Contractor

Name _____ Title _____

Firm _____

Address _____

Telephone _____

Portion of Project
(entire, or list items) _____

Registration #
and State _____

Additional Professional Services Contractor

Name _____ Title _____

Firm _____

Address _____

Telephone _____

Portion of Project _____

Registration #
and State _____

Grantee's Signature	Title	Date
---------------------	-------	------

Please return this completed certification to:

**GRANTS, CONTRACTS AND CUSTOMER SYSTEMS
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING MI 48909-7925**

Excerpts from Acts:

Act 299, P.A. 1980, Section 2011 (2) and Section 2012 (d), (e): A person shall not submit to any public official of this State or any political subdivision thereof for approval, a permit or for filing as a public record a plan, specification, report, or land survey which does not bear one or more seals of a registered architect, registered professional engineer or registered land surveyor as required by this act, except for public works costing less than \$15,000 or residential buildings containing not more than 3,500 square feet of calculated floor area as defined in this Act. A person who is licensed to engage in the practice of architecture, professional engineering, or land surveying in another State while temporarily in this State to present a proposal for professional services is exempt from the requirements of this Article.

Act 299, P.A. 1980, Section 2210 (1): Each landscape architect shall have a seal, approved by the department and the board, which shall contain the name of the landscape architect, the serial number of his or her certificate of registration and the legend "landscape architect, State of Michigan" and other words or figures as the department considers necessary. Plans, specifications, and reports prepared by the landscape architect or under his or her supervision shall be stamped with his or her seal when filed with a public authority.

PR-1903 (Rev 10/01/2003)

**APPENDIX D - Example Of A Resolution From A Local
Governing Body Accepting A Grant**

Upon motion made by _____, seconded by _____,
the following Resolution was adopted:

“RESOLVED, that the _____, Michigan, does hereby accept the terms of
the Agreement as received from the Michigan Department of Natural Resources, and that the
_____ does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide
_____ (\$_____) dollars to match the grant authorized by the
DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the
DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the
terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof
by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the
foregoing portions of this Resolution.”

The following aye votes were recorded: _____

The following nay votes were recorded: _____

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

I, _____, Clerk of the _____, Michigan, do hereby
certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan
Department of Natural Resources, which Resolution was adopted by the _____ at
a meeting held _____.

Signature

Title

Dated:

APPENDIX E - Checklist For Submission Of Plans, Specifications And Bid Documents For Recreation Grant Development Projects



Michigan Department of Natural Resources; Grants, Contracts and Customer Systems

CHECKLIST FOR SUBMISSION OF PLANS, SPECIFICATIONS AND BID DOCUMENTS FOR RECREATION GRANT DEVELOPMENT PROJECTS

This information is required by Authority of Act 299, P.A. 1980 as amended, for reimbursement of project costs

Instructions:

Please complete the nonshaded portions of both sides of this checklist, and include with the submission one set of plans, specifications and bid documents for the completion of this project. These documents must be approved by the DNR prior to advertising for bids or beginning construction by force account labor.

Grantee: Your Town		Date:	
Project #: TF03-555	Project Title: Your Town Community Park		Package #
Project Scope	Changed from Application *	Included in this package**	Construction by: C = Contract FA = Force Account
1. play equipment and subsurfacing			
2. picnic pavilion			
3. fishing dock			
4. baseball field			
5. two soccer fields			
6. irrigation for two soccer fields and baseball field			
7. access routes			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
<p>* If a project scope item has changed from how it is listed above (based on the approved grant application), please indicate with an "X" in this column and attach a written description of the change, reason for the change, and positive and negative impacts to the project. All changes are subject to DNR approval and may require an amendment to the Project Agreement.</p>			
<p>** If the documents included with this package are for less than the full scope of the project, please attach a short explanation of the documents for the remaining scope items that will be submitted and a schedule for their submittal.</p>			

Project #: TF03-555, page 2		
This Package Includes: <i>(Package will not be approved if all the items below are not included).</i> <ul style="list-style-type: none"> <input type="checkbox"/> Sealed plans, sealed specifications and bid documents <input type="checkbox"/> Itemized cost estimate <input type="checkbox"/> Brief project implementation schedule <input type="checkbox"/> Signed Prime Professional Certification form (PR-1903) 		
Permits: The Grantee and Prime Professional are solely responsible for obtaining all necessary federal, State, and local permits for constructing the facilities included in this project.		
Grantee Certification: I hereby certify that the enclosed plans, specifications and bid documents have been prepared by a professional engineer, architect or landscape architect licensed in Michigan. These documents are for the completion of project scope items indicated above and included in the Project Agreement bearing DNR project # TF03-555 , and consistent with the approved grant application. By signing this form, the Grantee and the Prime Professional are also assuring the DNR that they have obtained all required permits or will obtain them prior to beginning force account construction or awarding the bid.		
Grantee's Signature:	Title:	Date:
Prime Professional Signature:	Title and Firm:	Date:
-- For DNR Use Only --		
Grant Coordinator Certification		
<input type="checkbox"/> Partial Scope	<input type="checkbox"/> Complete Scope	<input type="checkbox"/> Includes Changes to Project Scope - Approved as of: _____
<input type="checkbox"/> Package Complete	<input type="checkbox"/> Project Agreement Executed	<input type="checkbox"/> Includes Changes to Project Scope - Requires Project Agreement Amendment
Notes: EXAMPLE ONLY		
Grant Coordinator:		Date:

Return completed checklist with document package to:

GRANTS, CONTRACTS AND CUSTOMER SYSTEMS
 MICHIGAN DEPARTMENT OF NATURAL RESOURCES
 PO BOX 30425
 LANSING MI 48909-7925

APPENDIX F - Example Of A Project Implementation Schedule¹

Project #: TF03-XXX **Project Title:** Local Park Improvements **Grantee:** Park City Date schedule was prepared/updated: October 1, 2003

Project Completion Period (from Project Agreement): September 1, 2003 to September 30, 2005

Final Reimbursement Request Deadline (from Project Agreement): December 30, 2005

SCOPE ITEM	Complete Plans and Specifications and Submit to DNR for Approval	Secure Permits	Advertise for Bids/Quotes (1)	Award Construction and Purchase Contracts and Notify DNR of Contractor/Vendor Selection	Begin Construction/ Procurement (2)	Complete Construction/ Procurement (3)	Submit Reimbursement Request to DNR
PHASE 1							
Picnic Shelter	October 2003		November 2003	February 2004	March 2004	June 2004	} October 2004 (First Request)
Picnic Tables	October 2003		April 2004 (note: < \$10,000, will be done through three written quotes)	May 2004 (note: < \$10,000, will select from three written quotes)	June 2004	June 2004	
Walkways	October 2003		November 2003	February 2004	June 2004	July 2004	
Fishing Dock	October 2003	November 2003	November 2003	February 2004	June 2004	July 2004	
PHASE 2							
Landscaping	January 2004		February 2004 (note: will bid out material purchase only; installation by force account labor)	Spring 2004	Early Fall 2004	Spring 2005	} July 2005 (Second and Final Request)
New Restroom Building	January 2004	February 2004	February 2004	Spring 2004	Early Fall 2004	Spring 2005 (Note: includes securing local building inspection certificates and approvals)	
(1) Upon DNR Approval of Plans and Specifications							
(2) and (3) Weather Permitting							

¹ Any format, including charts, graphic timelines and narrative reports is acceptable if schedule includes the same type of information as shown in this example.

APPENDIX G - Notification Of Contractor/Vendor Selection And Bid Tabulation Approval



Michigan Department of Natural Resources; Grants, Contracts and Customer Systems

NOTIFICATION OF CONTRACTOR/VENDOR SELECTION AND BID TABULATION APPROVAL

This information is required by Authority of Act 299, P.A. 1980 as amended, for reimbursement of project costs.

GRANTEE:	PROJECT NO:	PROJECT NAME:
----------	-------------	---------------

COMPLETE SECTIONS A. AND B. BELOW, AS APPLICABLE TO YOUR PROJECT

SECTION A

I propose to award contracts to the following contractors, after DNR concurrence with this proposed selection and in accordance with the procedures specified in the *Development Project Procedures* booklet (IC 1912).

Attached is a copy of the bid or quote tabulation.

Contractor/Vendor	Contract Amount	Project Scope Item	Proposed Award Date
1.	\$		
2.	\$		
3.	\$		
4.	\$		

SECTION B

Please check all that apply:

- ☐ Fewer than three bids or quotes were received; attached to this Notification is written justification for the recommended award of the contract to the lowest bidder, including a description of the efforts taken to advertise for bids or solicit quotes.
- ☐ I propose to award the bid to the second lowest bidder, upon concurrence by the DNR; attached to this Notification is written justification for rejecting the lowest bid.

CERTIFICATION

I hereby certify that the contractor(s)/vendor(s) listed in A. above was chosen for selection according to the procedures outlined in the *Development Project Procedures* booklet and the Project Agreement. In accordance with those procedures, I have reviewed the qualifications of the recommended bidder, have accurately calculated the total bid price, and assert that the bidding was conducted as put forth in the specifications and bid documents approved earlier. Further documentation of the contractor selection process will be provided upon request.

Grantee's Signature (REQUIRED)

date

Return this completed Notification along with all required attachments to:

**GRANTS, CONTRACTS AND CUSTOMER SYSTEMS
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING MI 48909-7925**

***Upon concurrence by DNR,
a copy of this approved
Notification will be returned
to the Grantee***

FOR DNR USE ONLY:

The Department of Natural Resources concurs with your recommendation to award the contract to the bidder(s) as specified in A. above

DNR Grant Coordinator

date

PR1911-1 (10/22/2003)

APPENDIX H - Development Reimbursement Request



Michigan Department of Natural Resources, Grants, Contracts and Customer Systems

DEVELOPMENT REIMBURSEMENT REQUEST

By Authority of: Parts 19, 703, 715 and 716 of Act 451, P.A. 1994, as amended, submission of this information is required to receive payment.

INFORMATION: Payments are made on a reimbursement basis for up to 80-90% of the grant amount. The final 10-20% will be withheld pending satisfactory project completion, inspection, and audit. Do not submit a final request until all construction is completed. All completed projects are subject to audit by the Michigan Department of Natural Resources' Office of Program Assistance and Review.

Section 1 -- Project Information					
DNR Project No. (i.e. TFX-XXX, 26-XXXXX)		Project Title		Employer Federal I.D. # (required for payment)	
Grantee		Address			
City		Zip Code	County		
Request No: (1,2,3,etc.)	Payment Requested (Check One): <input type="checkbox"/> Partial <input type="checkbox"/> Final , all work must be completed and the grantee has received the following certificate(s), if applicable. <input type="checkbox"/> Certificate of Final Electrical Inspection for electrical lighting projects (ballfields, tennis courts, etc.). <input type="checkbox"/> Certificate of Occupancy for public buildings & structures (including picnic pavilions and gazebos).				
Section 2 -- Expenditure Detail					
A. Total Expenditures on Previous Requests					\$
B. Total Expenditures This Request					\$
C. Total Expenditures To Date (2A + 2B, should include all expenditures against project)					\$
D. Fund Amount Requested (% of Expenditures Specified in Project Agreement X B)					\$
Section 3 -- Disbursement Detail. Use separate sheet(s) for documentation of use of force account labor and equipment. Two copies of all documentation such as canceled checks, invoices, payroll data, contractor's statement, etc., must be enclosed with each request for reimbursement. <i>If more space is needed, attach additional sheet(s) using the format below.</i>					
Date of Check	Check No.	Invoice Amount	Eligible Amount	Vendor Name (Check Issued To)	Project Scope Item
Section 4 -- Grantee Certification: I hereby certify that the information is complete and accurate and all expenditures for which reimbursement is requested are for eligible scope items as defined in the Project Agreement for the above project, and that all expenditures have been made during the project period as listed in the Project Agreement, and are identified and filed according to accounting procedures set forth by the Michigan Department of Natural Resources. I also certify that contractors listed were selected according to the procedures outlined in the <i>Development Project Procedures</i> booklet.					
_____ Grantee's Signature		_____ Title		_____ Date	
Section 5 -- Professional Certification. I hereby certify that the plans and specifications for the above project were developed in accordance with the procedures set forth by the Michigan Department of Natural Resources and that all work and materials for which payment is requested conform to those plans and specifications and have been inspected by me or by a qualified person under my supervision. If this is a final request for reimbursement, I further certify that I have inspected all materials or items purchased as part of this project and the assembly and installation of these materials/items, and found them to be satisfactory.					
_____ Prime Professional's Signature		_____ Title - (Architect, Engineer, Landscape Architect)		_____ Prof.'s Registration No. & State	
_____ Other Professional's Signature (As Required)		_____ Title - (Architect, Engineer, Landscape Architect)		_____ Prof.'s Registration No. & State	
Section 6 -- DNR Audit and Certification (For DNR Use Only)					
Grant Amount		\$ _____			
Less Previous Payments		(_____)			
Total Expenditures This Request		_____			
Less Ineligible Costs or Reductions		(_____)			
_____ % Of Adjusted Expenditures		_____			
Less Audit Amount 10% (20% for "First & Final")		(_____)			
TOTAL REIMBURSEMENT AMOUNT		\$ _____			
Authorized DNR Grant Payment Officer's Signature		Authorized DNR Grant Coordinator's Signature		Authorized DNR Engineer's Signature	
Date		Date		Date	

Payments *will not* be processed without expenditure documentation and the required signatures.

Return this completed request along with two (2) copies of all attachments to:

**GRANTS, CONTRACTS AND CUSTOMER SYSTEMS
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING MI 48909-7925**

Please make a copy for your records

APPENDIX I - Example Of A Canceled Check

THE CITY OF
WEST THIRTEEN MILE ROAD
MICHIGAN

No. 164104

DATE 04/29/95 AMOUNT \$ *** 2000.00

VOID AFTER 60 DAYS GENERAL FUND

PAY TO THE ORDER OF

FIRST OF AMERICA
DETROIT, MICHIGAN

SAMPLE

11 164104 11 0002800000

Front of canceled check

Back of canceled check

APPENDIX J - Example Of An Invoice



Central Michigan Lumber

ST. JOHNS
(517) 224-2358
LANSING
(517) 322-0771

MT. PLEASANT (517) 773-3011



LAPEER
(313) 667-2822
KAWKAWLIN
(517) 667-0511
GRAND RAPIDS (616) 538-5308



COPY

DATE SHIPPED

FILLED BY

DELIVERED BY

INVOICE NO.

004-490573

INVOICE DATE

09:13AM

29FEB96

T NO.

SOLD TO:

SHIP TO: (SAME AS SOLD TO UNLESS SHOWN BELOW)
NATURE CENTER - MAIN BLDG

-3

ER NO.

TAX ID:

TE	CUSTOMER ORDER NO /ORDERED BY	HOW SOLD	SOLD BY	DATE PROM.	PAGE
6	PO#130090AR BEAR	CHARGE	#78 STEVE McMAHON	29FEB96	01/01

LOAD ID	DESCRIPTION	ITEM NO.	UNITS	PRICE/UNIT	AMOUNT
	SET OF JOB TRUSSES	C0950	1.0	6700.00/EACH	6,700.00
<div> <div>ORIGINAL COPY</div> <div> <div>THANK YOU</div> <div>STEVE McMAHON</div> </div> </div>					

NON-TAXABLE	TAXABLE				MICH	TOTAL
6,700.00	0.00	0.00	0.00	0.00	0.00	6,700.00

ARGE of

% PER MONTH

% ANNUAL

RATE) will

All Accounts Past Due

RECEIVED THE ABOVE IN GOOD CONDITION:

"Your Project Partner"

X

APPENDIX K - Example Of Contractors Application And Certificate For Payment

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702 (Instructions on reverse side) PAGE ONE OF PAGES

TO OWNER: PROJECT: Balance Tank & Recirculation Pump Replacement
APPLICATION NO.: 1
PERIOD TO:
PROJECT NOS.:
CONTRACTOR:
CONTRACT DATE:
DISTRIBUTION TO:
☐ OWNER
☐ ARCHITECT
☐ CONTRACTOR
FROM CONTRACTOR: VIA ARCHITECT:
CONTRACT FOR: 1

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 58,045.00
2. Net change by Change Orders \$ 12,980.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 45,065.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 45,065.00

5. RETAINAGE:
a. 10% of Completed Work (Columns D + E on G703) \$ 4,506.50
b. % of Stored Material (Column F on G703) \$
Total Retainage (Line 5a + 5b or Total in Column I of G703) \$ 4,506.50
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) \$ 40,558.50

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ -0-
8. CURRENT PAYMENT DUE \$ 40,558.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 4,506.50

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
By:
Date: 5/31/94

State of: MICHIGAN
County of: OAKLAND
Subscribed and me this

SAMPLE

Notary Public:
My Commission expires: 3-25-95

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 10,558.50
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:
By:
Date: 6-22-94
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.

APPENDIX L - MNRTF Plaque Order Form



Michigan Department of Natural Resources, Grants, Contracts and Customer Systems

MICHIGAN NATURAL RESOURCES TRUST FUND (MNRTF) PLAQUE ORDER



12" 1"

(Black areas on plaque are raised 5/16")

Michigan Natural Resources Trust Fund Permanent Sign Requirements

The Department of Natural Resources requires that each Michigan Natural Resources Trust Fund project has suitable permanent public acknowledgement of Trust Fund assistance. Such permanent acknowledgement shall be in the form of a metal plaque equal to that manufactured by Castco Products Company, 5420 Manthei Road, Petoskey, Michigan 49770 (Telephone #: (231) 347-7222 FAX #: (231) 347-7220) See exhibit above.

(Detach along dotted line)

Please send () Michigan Natural Resources Trust Fund Plaque(s) at \$60.00 each, postage and handling included.

- ☐ Check/Money Order Enclosed (Payable to: CASTCO PRODUCTS COMPANY)
☐ Bill Later

Ship to:

Bill to:

Authorized Signature

Please mail this order form to:

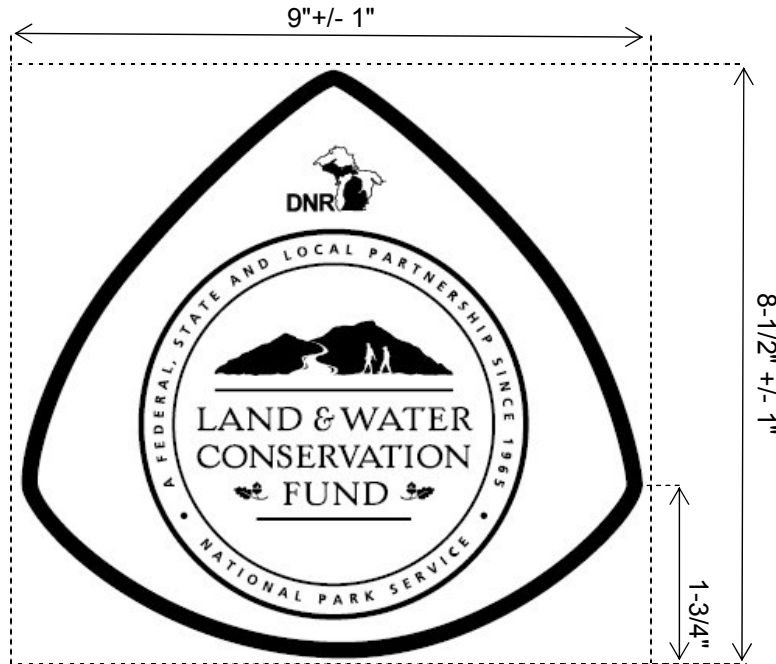
**CASTCO PRODUCTS COMPANY
5420 MANTHEI RD
PETOSKEY MI 49770**

APPENDIX M: LWCF Plaque Order Form



Michigan Department of Natural Resources, Grants, Contracts and Customer Systems

LAND & WATER CONSERVATION FUND (LWCF) PLAQUE ORDER



(Black areas on plaque are raised 5/16")

LAND & WATER CONSERVATION FUND (LWCF) PERMANENT SIGN REQUIREMENTS

The U.S. Department of the Interior, National Park Service, requires that each project has suitable permanent public acknowledgement of Land & Water Conservation Fund assistance. Such permanent acknowledgement shall be in the form of a metal plaque equal to that manufactured by Castco Products Company, 5420 Manthei Road, Petoskey, Michigan 49770 (Telephone #: (231) 347-7222, FAX #: (231) 347-7220) See exhibit above.

(Detach along dotted line)

Please send () Land & Water Conservation Fund (LWCF) Plaque(s) at \$40.00 each, postage and handling included.

☐ Check/Money Order Enclosed (Payable to: CASTCO PRODUCTS COMPANY)

☐ Bill Later

Ship to:

Bill to:

Authorized Signature

Please Mail this order to:

**CASTCO PRODUCTS COMPANY
5420 MANTHEI RD
PETOSKEY MI 49770**

APPENDIX N: Example Of An “As Constructed” Site Plan

